



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	022-16	ISSUE DATE:	February 24, 2016
TITLE:	COUNTY SERVICES SPECIALIST	CLOSING DATE:	March 9, 2016
LOCATION:	Department of Children and Families Office of Adolescent Services 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	S27
DISTRIBUTION:	DEPARTMENT-WIDE	SALARY:	\$67,714.29 - \$96,415.56

SCOPE OF ELIGIBILITY: Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under the direction of the Regional Administrator or other administrative official in the Department of Children and Families, implements and integrates the services of the division within the designated county (or counties) human services system, consisting of multiple public and private social service agencies and programs; attempts to maximize resources by networking and interacting with all social services in the county/community; does related work as required.

SPECIAL NOTE: This position will require responsibilities that will focus on youth permanency, mentoring, housing, technical assistance for staff, and some liaison work with the Juvenile Justice Commission (JJC).

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in the development, analysis, or review of social service programs and/or the delivery structure of such programs, two (2) years of which shall have been in program administration.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

NOTE: A Master's degree in Social Work, Guidance and Counseling, Business Administration, or Psychology may be substituted for one (1) year of general experience.

NOTE: A cover letter outlining specific interest and knowledge on the DCF-Office of Adolescent Services is preferred.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Andrea Maxwell, Manager 2 Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717